

# Regional Interagency Coordinating Committee (RICC)

## Meeting Minutes

### May 2, 2005

#### 12:00 – 12:30    New Business

##### **Introductions**

Members present: Darcy H., Jessica K., Gilda L., Cheryl A., Robin O., Kimm S., Jill S., Dawn W., Merrill F., Diane A.,  
Update Committee Member List  
Reimbursement Forms for Parents

##### **Training Information**

Parent Leadership Institute San Francisco  
Family Connections Conference - June 8<sup>th</sup>, 9<sup>th</sup>, and 10<sup>th</sup> Fargo, ND

The *North Dakota Family Connections Spring Conference: When Children Have Special Needs* seeks to strengthen ties and enhance family support by bring together **families** with children who have delays, disabilities and chronic mental and physical health needs and the **professionals** who support those families.

Registration deadline is May 31<sup>st</sup>, CEU's are available.

<http://www.conted.und.edu/connections/>

IFSP/Part C Compliance training was provided to Infant Development Staff, DD Case Managers and Experienced Parents on April 27<sup>th</sup> in Bismarck.

Evaluation Training will be provided on May 9<sup>th</sup> and 10<sup>th</sup> for Infant Development Staff, DD Case Managers, Experienced Parents, and other interested persons. Attendees will update the committee on this training at the August RICC meeting.

##### **K.I.D.S. Program Update**

Staffing - Darcy will be leaving the program on May 18<sup>th</sup>. A full time staff position has been opened and offered.  
Sheryl (the KIDS Program Secretary) now has a new computer - works much better and is much faster ☺  
Request for square footage - Jill has put in a request for more square footage since there will be more staff in the office with the new full time position and contract staff.

### **Experienced Parent Program Update**

The following activities have been completed since the last meeting or are on the list of upcoming activities: Fun with your senses (planting seeds), Morning playdates (music and movement), Swimming at WRCC, Transition Info Night, Sensory Integration Info night, Playdate at the Playland at WRCC, Making Valentine Cards, Temperament of Children info night.

We have had good attendance with usually have 4-10 families attending each event/activity.

### **RICC Parent Subcommittee Update**

The Parent Subcommittee met on April 14<sup>th</sup>. The parents went over the draft of the agenda. This allowed the parents to familiarize themselves with the QIP format, the date, concerns and action steps. The Parent Subcommittee will be looking into redoing/updating the intake binders in June.

### **Right Track Program Update**

Kimm Sickler was back with us today ☺ She discussed the Right Track program and her plans of raising the awareness of the program. She wants to make sure that the community and outlying communities understand that this is a free program for everyone, not just the developmentally delayed children or the children who are at high risk. She is working on pulling in the numbers regarding percentages screened in the outlying communities. She talked about the state data base for Right Track and how it is/is not being used. She said that Heather Ernst will be moving so she is in the process of hiring 2 more screeners. Kimm also gave a brief update of her missions trip and her future opportunities/plans. She presented the Right Track Screening numbers for 2005. Please refer to the Childfind Data for this information.

### **DD Case Management Update**

Movement of Public Infant Development Programs into the University System. Gilda explained this movement to the group and what it could mean for DD Case Management. She said that Williston will be working with Minot State University and Grand Forks, Fargo and Jamestown will all work with UND. This could allow 6-7 new DD Case Management positions to open up. This change will be effective as of July 1<sup>st</sup>. Once the ID programs are moved into the university system, KIDS program will be the only ID program not affiliated with an education entity.

### **Part C Regional Allocation Monies**

There is currently \$4000 left in part c grant monies. This grant ends June 30<sup>th</sup>. KIDS program staff is currently making a list of toys and equipment that is needed.

### **Questions for Deb Balsdon (Administrator for Children and Family Supports - Developmental Disabilities Unit)**

How do we show action steps that have reached completion for the year, but are items that we do each year or that are ongoing?  
Opening Doors grants? Updated Part C Data?

## 1. Target Area: CHILDFIND/PUBLIC AWARENESS

The committee reviewed all of the new data that has been added to the plan since the last meeting in February.

*Review of Data: % of Infants and Toddlers receiving Early Intervention Services*

- National Target is 2%
- ND (year) (7/1/03-6/30/04) 2.23%
- ND (day) (7/1/03-6/30/04) 2.23%
- Region VIII (Year) (as of 12/31/03) 4.34%
- Region VIII (Day) (as of 12/31/03) 4.34%
  - Adams County (0%)
  - Billings County (11.11%)
  - Bowman County (2.25%)
  - Dunn County (.88%)
  - Golden Valley County (3.51%)
  - Hettinger County (0%)
  - Slope County (4.35%)
  - Stark County (5.80%)
- Special Population Information (as of 12/31/04)
  - Native Americans (4)
  - University Student Families (8)
  - High School Program (1)
  - Adoption (1)
  - CAPTA (2)
- Average Age of referral is 9 months (7/04-3/05)
- Percent of referrals not found eligible
  - 1/04-11/04: 5 families out of 84 families (5.9%)
  - 7/1/04-3/1/05: 4 families out of 65 (6.15%)
- Percent of referrals withdrawn
  - 1/04-11/04: 17 families out of 84 families (20%)
  - 7/1/04 - 3/1/05: 16 families out of 65 (24.62%)
- Eligibility by Category (7/1/04)
  - 25% delay (2+ areas) 78%

50% Delay (1 area) 0%  
 Diagnosis 8%  
 Informed Clinical Opinion 14%

(7/1/04-3/1/05)

<b>25/2</b>	<b>31</b>	<b>47.69%</b>
<b>50</b>	<b>1</b>	<b>1.54%</b>
<b>Informed Clinical Opinion</b>	<b>5</b>	<b>7.69%</b>
<b>High</b>		
<b>Risk</b>	<b>1</b>	<b>1.54%</b>
<b>Not eligible</b>	<b>4</b>	<b>6.15%</b>
<b>Not interested</b>	<b>16</b>	<b>24.62%</b>
<b>Automatic</b>	<b>5</b>	<b>7.69%</b>
<b>Referred to Right Track</b>	<b>1</b>	<b>1.54%</b>
<b>Referred to Health Track</b>	<b>1</b>	<b>1.54%</b>
	<b>65</b>	<b>100.00%</b>

- Percent of referrals by category (as of 12/03)

Referral Source:

Families: 9 (17%)  
 Right Track: 26 (50%)  
 Social Services: 1 (2%)  
 Physician: 10 (19%)  
 Other: 5 (10%)  
 School: 1 (2%)  
 Total: 52

(7/1/04-3/05)

<b>Right Track</b>	<b>32</b>	<b>50.79%</b>
<b>CAPTA</b>	<b>3</b>	<b>4.76%</b>
<b>St. Alexius</b>	<b>1</b>	<b>1.59%</b>
<b>Medcenter</b>		
<b>One</b>	<b>1</b>	<b>1.59%</b>
<b>Physician</b>	<b>10</b>	<b>15.87%</b>
<b>Interventionist</b>	<b>2</b>	<b>3.17%</b>
<b>Parent</b>	<b>3</b>	<b>4.76%</b>

County	3	4.76%
Friend/Relative	1	1.59%
Babyface	1	1.59%
Health Track	5	7.94%
West River SS	1	1.59%
	63	100.00%

- Percentage of children being served in pre-school that were not identified before age three:  
ECC/Headstart (1/15/05) (28%)  
(32 children on IEP, 23 from ID, 9 were screened at ECC)  
West River (1/15/05) (67%)  
(31 children on IEP, 10 from ID, 21 were screened at West River)
- Percent of children less than three that are screened thru Right Track  
There was an attempt to gather data on this, but all of the information was not available. As of October 1<sup>st</sup> the data will be collected and reported on at the February RICC.
- Number of children referred from Right Track to DDCM  
January: 95 screenings (4 referrals)  
February: 59 screenings (1 referral)  
March: 98 screenings (2 referrals)  
April: 92 screenings (5 referrals)  
May: 92 screenings (3 referrals)  
June: 103 screenings (6 referrals)  
July: 79 screenings (3 referrals)  
August: 112 screenings (10 referrals)  
September: 101 screenings  
October: 81 screenings  
November: 104 screenings  
December: 67 screenings  
Total 2004 is 1083 Screenings  
  
January 05: 107 screenings (4 referrals)

February 05: 83 screenings (5 referrals)

March 05: 108 screenings (3 referrals)

- What are the referral sources to Right Track - will start keeping track of these and report them at the February 2005 meeting

**Description of Concern:**

- General public is not aware of Early Intervention Services and normal child development.
- Earlier Identification (currently average age of referral Region 8 is 16.34%) Right Track effectiveness is measured by average age of referral decreasing.
- There are children who are receiving and/or referred direct therapy that are not referred for Early Intervention.
- Parents feel physicians are not aware of all of the options available for children with developmental needs.
- Community does not understand the importance of recognizing speech and language delays at an early age.
- Community does not understand the importance of recognizing gross motor and fine motor delays at an early age.
- Percentage of children involved in Early Intervention is generally smaller in special populations and rural areas.
- Families that are referred into and out of regions are connected to appropriate early intervention services, including transition.

**Target Area: Childfind/Public Awareness**

1A	Establish contact with each high school through principal to provide information to health ed classes on child development and available services.	Dev. Wheel KIDS Experienced Parent RICC Coordinator	Annually beginning 9/1/2002 Presentations: 4/1/05	High school students will have an understanding of what services are available.	Missi B, Heather E., and Judy B., gave presentations to DHS in October. We gave them information on how to contact Right Track and KIDS.
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- Contact DHS to set up time for first presentation.

- Put together presentation packet for each school.
- Make list of high schools in region and contacts for each school.
- Set up schedule of volunteers to make presentations at each school.
- Missi Baranko and Judy Bender (Early Interventionist) gave presentations to the Dickinson High School Students in February (2005)

**Concern: Earlier Identification (currently average age of referral in Region VIII is 9 months old) Right Track effectiveness is measured by average age of referral decreasing.**

1C	Educate physicians on the benefits of early referrals.	KIDS DDCM RICC Members Experienced Parent	6/05 - change date to 9/05	Right Track and KIDS will receive more referrals from physicians.	
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- Set up dates and schedule people to attend physician meetings to give presentations.
- Develop basic agenda for presentation.
- Dr. Oksa is Chief of Medical Staff.
- Jill, Kimm, and Merrill will work on setting up a time during a medical staff meeting.
- Merrill will schedule this meeting.

1D	Produce a simple reference sheet containing red flag behaviors of Autism for physician's to refer to.	KIDS RICC Coordinator Part C RICC Subcommittee	6/05 - change date to 9/05	Physicians will be more aware of red flag behaviors of Autism and will refer these children to Right Track or KIDS at an earlier age.	
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- Schedule subcommittee meeting to put this together.
- Address the main areas to include in reference sheet.
- Have Merrill bring red flag list to May meeting for committee to review. The list will then be sent to physicians.
- Merrill brought "red flag" list to the meeting. (1. Lack of pointing 2. Lack of imitating 3. Lack of joint attention 4. Lack of response to name)
- When Merrill, Jill, and Kimm get together to work on the presentation for the physicians, they will look at presenting the "red flag" list along with the other info.

1E	Run Public Service Announcements containing information on all areas of development.	RICC Coordinator RICC Committee Members KIDS Cebe - Roughrider Report, Health Talk	7/31/04 Ongoing	Right Track and KIDS will receive more self-referrals from parents and family members of children.	7/1/04 - Roughrider Reports 8/1/04 - Health Talk
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- The Roughrider reports have been scheduled and are beginning to run.
- Put together "red flag" development to include in a public service announcement.
- Schedule subcommittee meeting to put this together.
- Health talks have been scheduled and are running
- Missi will check with Cebe to see if all of the Roughrider Reports have run and if we can rerun any of them.

1F	Provide Norm Reference Materials (create poster/flyer) to all Child Care Facilities, Churches, Doctor's Offices, WIC, etc.	KIDS RICC Coordinator RICC Committee Members (Denise S., Jessica K., Nichole T.,) Early Head Start (Cheryl) West River Special Service (Robin) Funding: Part B (Dot and Terry Tucker), Part C	Development - 9/30/04	Right Track and KIDS will receive more referrals from parents, child care providers, physicians, and family members of children.	
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- Distribute posters from the State (when we receive them).
- Produce simple flyer/brochure with developmental age appropriates.
- Set up subcommittee to go over previous developmental age appropriates.
- The brochures have been made and are currently being distributed by KIDS and Right Track.
- Begin providing brochures to all Family Physicians and Pediatricians for them to hand out at Well Child Visits. Missi suggested that they be handed out at all visits done by 0-3 year olds.
- It was also suggested that the brochures be handed out to all county health nurses.
- Missi will contact the administrators at Great Plains Clinic and Dickinson Clinics.

- A presentation has been scheduled for the nurses at the Dickinson Clinic on May 18<sup>th</sup> at 6:00 p.m. This presentation will include information on the Right Track program, the KIDS program, and presenting the Developmental Age Appropriate brochures. The presentation will include a request that these brochures be handed out at all visits that involve children ages 0-3 years old.
- It was suggested that "FREE Screenings" be added to the back of the brochures so that families realize that this is a free service.

**Concern: There are children who are receiving and/or referred direct therapy that are not referred for Early Intervention.**

1G	Provide outpatient therapy agencies with information regarding Right Rack and Early Intervention Services	KIDS, RICC Coordinator	6/05 - change date to 9/05	Right Track and KIDS will receive referrals from direct therapy service providers.	
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- Need to visit with Outpatient therapy and staff.
- Make sure to include SW Physical Therapy.
- Provide Developmental Brochures to all Outpatient Therapy Services.
- Provide in-service training to therapy clinics
- Jill will set a date to provide this in service training

**Concern: Community does not understand the importance of recognizing speech and language delays at an early age.**

1I	Educate the community (physicians, staff, providers, families, childcare providers etc.) by providing more training on the importance of recognizing speech and language delays at an early age.	Parents, KIDS Staff, Speech and Language Pathologists, Right Tracks, Health Tracks, Medical community Part C	12/31/04	KIDS and Right Track will receive more speech and language referrals at an earlier age.	9/13/04 - training at the Wellness Center. Merrill will be presenting information on Speech/Language Development
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- Set up different trainings/educations on speech and language.
- Set up a Health Talk presentation on Speech/Language development.

- Kimm gave information regarding the Denver Screening Program. Currently the state is looking at another screening tool. Kimm will update the committee at the August meeting regarding the new screening tool.
- One of the members suggested leaving Right Track brochures at the pharmacies. Kimm is going to look into this.

**How do we measure the effectiveness of this step?**

*Concern:*

ACTION STEP	RESOURCES	TIMELINE

## **2.Target Area: EI SERVICES IN NATURAL ENVIRONMENTS**

### ***Review of Data:***

**The committee reviewed all updated data.**

- Percent of outcomes associated with Early Intervention Services that were achieved or progress was made.
- Percent of Home Visits Completed.
 

December 2003	51%
January 2004	68%
February 2004	66%

March 2004	69%
April 2004	61%
May 2004	66%
June 2004	72%

October 2004 - December 2004 Home Visit Data

<b>TOTALS</b>	<b>TOTALS</b>	<b>%</b>
V = VISIT MADE	443	62.13%
E = EVAL	6	0.84%
C = CONSULT	1	1.54%
M = MEETING	29	4.07%
<b>TOTALS Visits Made</b>		<b>68.58%</b>
H = HOLIDAY	11	0.14%
W = WEATHER	6	0.84%
NC = NO CONTACT	25	3.51%
NS = NO SHOW	5	0.70%
F1 = FAMILY ILL	35	4.91%
F2 = FAMILY VACATION	17	2.38%
F3 = FAMILY - SCHEDULE CONFLICT	22	3.09%
F4 = FAMILY NO REASON GIVEN	9	1.26%
F5 = FAMILY MISC	30	4.21%
I1 = INTERVENTIONIST ILL	19	2.66%
I2 = INTERVENTIONIST VACATION	18	2.52%
I3 = INTERVENTIONIST SCHEDULE CONFLICT	20	2.81%
I4 = INTERVENTIONIST MEETING - NOT WITH FAMILY	7	0.98%
I5 = INTERVENTIONIST TRAINING	10	1.40%
T = TRANSITIONED OUT OF PROGRAM	0	0.00%
<b>Total Visits Not Made</b>		<b>31.42%</b>
<b>TOTALS</b>	<b>713</b>	
N = NO VISIT DUE FOR DAY/WEEK	46	

January 2005-March 2005 Home Visit Data

<b>TOTALS</b>	<b>TOTALS</b>	<b>%</b>
V = VISIT MADE	479	60.56%
E = EVAL	8	1.01%
C = CONSULT	1	1.52%
M = MEETING	45	5.69%
<b>TOTALS Visits Made</b>		<b>68.77%</b>
H = HOLIDAY	12	0.13%
W = WEATHER	13	1.64%
NC = NO CONTACT	6	0.76%
NS = NO SHOW	8	1.01%
F1 = FAMILY ILL	41	5.18%
F2 = FAMILY VACATION	9	1.14%
F3 = FAMILY - SCHEDULE CONFLICT	11	1.39%
F4 = FAMILY NO REASON GIVEN	19	2.40%
F5 = FAMILY MISC	45	5.69%
I1 = INTERVENTIONIST ILL	69	8.72%
I2 = INTERVENTIONIST VACATION	12	1.52%
I3 = INTERVENTIONIST SCHEDULE CONFLICT	6	0.76%
I4 = INTERVENTIONIST MEETING - NOT WITH FAMILY	4	0.51%
I5 = INTERVENTIONIST TRAINING	3	0.38%
T = TRANSITIONED OUT OF PROGRAM	0	0.00%
<b>Total Visits Not Made</b>		<b>31.23%</b>
<b>TOTALS</b>	<b>791</b>	
N = NO VISIT DUE FOR DAY/WEEK	64	

- Personnel PT/OT/SLP/Vision/Hearing/AT/Medical Specialties (12/03-11/04)
  - Medical Services (4)
  - Nutritional Services (1)
  - Occupational Services (8)
  - Physical Therapy Services (4)
  - Psychological Services (1)
  - Social Work Services (3)
  - Special Instruction (11)
  - Speech-Language Pathology (13)

Transportation and Related Costs (2)  
Vision Services (1)  
Parent/Infant Program thru NDSD or NDSB (3)

- As of 12/03 serving 6 out of 8 counties  
Bowman, Billings, Dunn, Golden Valley, Slope, and Stark
- 6 month review for IFSP's  
12/03-9/15/04  
40 Six-Month Reviews Held
  - 31 were not held by the 6 month date
  - 8 were held by the 6 month date
  - Out of the 31 not held by 6 month date, 18 were held during the 6<sup>th</sup> month
  - Out of the 31 not held by 6 month date, 6 were held within the 7<sup>th</sup> month
- Part C funding and Medical Assistance is now available for children and their families. Since this availability for families we do not see unmet needs for family subsidy.
- Multi disciplinary evaluations are used for all evals.
- Natural Learning Opportunities are incorporated into a child's IFSP.
- Availability of Childcare
- Parent Satisfaction with Service Coordination
  - Overall, on the Parent Evaluations from 2004, families are satisfied with all aspects of Infant Development.
- Amount of Infant Development Services, Location and Times (as of 9/1/04)
  - Amount: 55 Visits Per week
    - 1 time per month: 2
    - 2 times per month: 3
    - 1 time per week: 46
    - 2 times per week: 4
  - As of 12/31/04
    - Amount: 70 total, 67.75 Actual Seen, 65.75 total billable
    - 1 time per month: 3
    - 2 times per month: 4
    - 1 time per week: 60
    - 2 times per week: 3
  - As of 3/31/05
    - Amount: 72 total, 70.25 Actual Seen, 68.25 billable

1 time per month: 2

2 times per month: 5

1 time per week: 63

2 times per week: 2

Location: Many locations are offered (daycare, home, park, etc)

Times: Visits occur at optimal times for families and their child at their choice of time.

- Services received or needed are listed on Case Plan.
- Training Opportunities are presented to the region. All training interests are run through grant proposals.

### ***Description of Concern:***

- Most of the parks in the region have handicap accessibility issues.
- Shopping can be very difficult for families with young children that have developmental delays or disabilities.
- Children with developmental delays or disabilities do not have appropriate swimming classes to attend.
- Dickinson Park and Recreation Center is unaware of changes that could be made to help to support the inclusion of children with developmental delays or disabilities.
- Percentage of completed home visits is less than 75%. The reasons are not currently collected.

### **Target Area: EI Services in Natural Environments**

**Concern:** Most of the parks in the region have handicap accessibility issues.

2A	Contact the Park Board to inform of accessibility issues and need for fencing for existing playgrounds. Apply for Opening Doors Grant to add 15 handicap accessible swings to the regions parks.	Parent members of committee, RICC Coordinator, Experienced Parent	10/31/2001 (Completed) Update about Part C Funds 8/1/04	Families that have children with developmental delays or disabilities will be accessing the parks more often.	8/15/04 - Grant resubmitted
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- Find durable handicap accessible swing, write, and submit grant.
- The grant was resubmitted in August 2004 with changes made. We have not heard back from Deb Balsdon on the progress of this grant.

**Concern: Dickinson Park and Recreation Center is unaware of changes that could be made to help to support the inclusion of children with developmental delays or disabilities.**

2E	Set up a committee with Park and Rec to help to advise on the needs of children with developmental delays or disabilities.	RICC Coordinator Experienced Parent Public RICC committee members	1/1/05	Families that have children with developmental delays or disabilities will be able to participate in all activities sponsored by Park and Rec.	Set up meeting for October 5 <sup>th</sup> .  —
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- Contact other programs across the state to find out what equipment they use to support the inclusion of children with developmental delays or disabilities.
- Research the internet to find equipment, training, and videos.
- Write and submit grant.
- We are currently waiting for the Opening Doors grant to be re-RFP'ed
- A committee has been set up with Park and Rec. This committee contains members from the RICC and community. Some members include parents, teachers, OT's, PT's and Park and Rec Staff.
- Send Dickinson Park and Rec a Thank You Card.
- The committee continues to meet, some presentations have been made to coaches and staff regarding age appropriate activities for children.
- The West River Community Center recently sponsored a swimming day for special needs children. There weren't a lot of families, but the families who attended had a great time!

**Concern: Percentage of completed home visits is less than 70%. The reasons are not currently collected.**

2F	Break down data will be provided to more accurately determine reasons for visits not being completed.	KIDS	1/1/05	Families will be having more visits. We will be more aware of the reasons visits are canceled	-
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- Data is currently being broken down and recorded.

2G	Add the following question to the annual questionnaire: When a visit needs to be canceled, are you offered another time/date?	KIDS	1/1/05	Families will be having more visits. We will be more aware of the reasons visits are canceled	x
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- The question has been added.
- The Annual Questionnaire will be given in May 2005.

**Concern: Natural Environments are not always listed in the IFSP.**

ACTION STEP	RESOURCES	TIMELINE
Improve the Family Assessment that is used to obtain natural environment information relating to each individual family.	KIDS Staff Parents/Families	5/1/05

### **3. Target Area: FAMILY-CENTERED SYSTEM OF SERVICES**

*The committee reviewed all updated data.*

#### ***Review of Data:***

- Average days from referral to IFSP completion (7/04-3/05)  
46 days  
1(0-25) 12(26-35) 5(36-45) 21(46-75) 2(75-100) 1(101- above)
- Percent of children found eligible and had an IFSP developed within 45 days from date of referral (1/1/04-8/1/04) (84%)  
(7/1/04-3/05) (43% had IFSP written within 45 days) (18 out of 42)  
\*\*KIDS is currently working on a system to help to track the referral process and to help us better understand why some of the families take longer to have their IFSP completed than others.
- All families sign a form stating that they are involved in the development of the outcomes for their child.
- Families are given the option to be involved in eligibility meetings.
- Families are part of the evaluation/assessment process.
- All meetings pertaining to a child are scheduled at a family's choice of dates/times/locations.
- All families currently in Infant Development are fluent in English.
- Currently there is no need for material to be available in alternative formats and/or languages.
- Families are informed that they have a choice of DDCM and ID Staff.

#### ***Description of Concern:***

- The intake process can seem unfamiliar and overwhelming.
- Children with developmental delays or disabilities lack the support and resources upon entering Early Intervention.
- Parents do not know how to advocate for their child.
- Service Providers and community have a lack of understanding of Sensory Integration.
- Age Appropriate Materials are lenient in regards to identifying delay.

**Concern: The intake process can seem unfamiliar and overwhelming.**

3A	Refine intake process and implement procedures to minimize family intrusiveness and reduce time between referral and service delivery by adding materials, resources and developmental age appropriates to the Binder families receive during the enrollment process.	DDCM EI Video Age Appropriate Checklists Experienced Parent	5/31/04	We will meet federal requirements of 45 days from referral to IFSP while still being family friendly. Families will also be provided with family friendly material.	—
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- Set up subcommittee to redo Developmental Age Appropriate Material.
- Include this new material in the binder that families receive at intake.
- Have the Experienced Parent contact all families after intake.
- Parent Subcommittee is reviewing the intake binders.
- Need to make decision changing the intake binders.
- Missi will be putting together a group of parents to work on the intake binders. We are hoping to have these completed by the end of June.
- A committee will be working on a referral policy. This policy will be implemented by July 1<sup>st</sup> and will be presented at the August 2005 RICC meeting.

**Concern: Service Providers and community have a lack of understanding of Sensory Integration.**

3D	Educate and provide the community opportunities on benefits on how Sensory Integration impacts daily life and experiences. Pair up Community Members with a panel of Providers at training. Incorporate Parents into the training.	Parent Resource Center (Stacy Kilwein) IDEA Part C Part B DSU Extended Campus (Marty Odermann Gardner) Nichole Tooz	<b><i>October Meeting to discuss training opportunities</i></b>	The community will have a better understanding on the benefits and impact of sensory integration.	
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- RICC Members will be attending a Sensory Integration Seminar in Fargo in September. After the seminar, at the October meeting, we will discuss how we want to educate the community on Sensory Integration.
- A Sensory Subcommittee has been formed. The committee is currently working on providing a Sensory Integration conference in our community.
- The conference date has been set for August 11<sup>th</sup> and 12<sup>th</sup> 2005.

#### ***4. Target Area: EARLY CHILDHOOD TRANSITION***

***The committee reviewed that updated data.***

##### ***Review of Data:***

- *Number of children that transition annually (12/1/03-11/30/04)*

48 families

No response: 6

Withdrawal by parent (not at age level): 2

Withdrawal by parent (at age level): 4

Moved: 8

Not Eligible to part B - exit to other programs: 2

Not Eligible to part B - exit with no referrals: 1

Part B Eligibility not determined: 1

Part B Eligibility not determined due to parent: 3

Part B Eligible: 21

As of 11/30/03

47 families

No response: 4  
Withdrawal by parent (not at age level): 4  
Withdrawal by parent (at age level): 7  
Moved: 4  
Age Level: 3  
Not Eligible to part B - exit to other programs: 2  
Not Eligible to part B - exit with no referrals: 2  
Part B Eligibility not determined due to parent: 2  
Part B Eligible: 22

- Percent of families that had Transition Outcomes in the IFSP by the time the child was 2 years of age.
- Percentage of families that request that DD Case Management Services continue after the child turned three.
- Percentage of IFSP's that continued to be used after the child was three years old.
- The majority of children transitioning into a public preschool program use an updated IFSP for the first few months until an IEP is written.

***Description of Concern:***

- Parents have not always understood the transition process, parental rights, and the support necessary to exercise those rights.
- Parents and team members are unaware of services in the summer for children who do not qualify for extended school services or Part B preschool programs.
- Parents state that they are concerned about lack of programming for their children.
- Service Providers are not aware of how many children may be entering their program during the school year.
- Children turning three who have been tracked through Right Track, but were not eligible for Early Intervention, do not know where to go to continue screenings.
- Parents are not aware of the possible categories that their children may receive at the IEP.
- Eligibility for school age services is not always determined by the 2-9 meeting.
- Eligibility for age 3 school services is slowed when standardized procedures are not followed.
- Agencies in Region 8 do not have a history of joint assessment.

#### **4. Target Area: Early Childhood Transition**

**Concern:** Parents have not always understood the transition process, parental rights, and the support necessary to exercise those rights.

4A	Utilize State Transition Book	State	9/31/04	Parents will be more informed about the transition process.	
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- With new possible federal regulations coming thru from IDEA, the transition book has been put on hold until those changes have been made. (staying in the program between the ages of 3-5)

4E	Upon parents request or if appropriate, parents will be given educational materials for families to work on during the summer.	Early Childhood Center	8/1/04	Parents who have children who transition in the summer will be more educated on developmentally appropriate activities	-
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- ECC staff will be implementing this step this summer.

**Concern: Parents state that they are concerned about lack of programming for their children**

4F	ECC Staff will contact transitioning families at least once during the summer.	ECC	8/1/04	Families are supported and informed of programming and rights.	X
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- ECC staff will be implementing this step this summer.

4G	Parents of children attending ECC will be made aware and have a home visit from the child's assigned teacher before school Starts.	ECC	9/1/04	Parents and children are informed and prepared for the transition process.	X
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4H	Parents of children attending West River Special Services will be contacted as soon as the educational arrangements have been made.	West River Special Services	9/1/04	Parents and children are informed and prepared for the transition process.	X
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**Concern: Parents are not aware of the possible categories that their children may receive at the IEP.**

4K	Inform parents of categories of eligibility at the 2-6 meetings.	KIDS ECC West River Special Services, Experienced Parent	8/1/04 - change date to 10/05	Parents will be educated about categories and that their child will be labeled.	
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- Set up meeting to discuss guidelines on how to present eligibility criteria for 619 services. Include parents, interventionists, ECC and WR staff and DD Case Management.
- Missi will set up this meeting in the fall.

4M	Evaluation will be done only on the child's ability - not have aids such as sensory used.	Evaluation Team	11/1/04	Standardized protocol will determine age 3 eligibility.	
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- Need to schedule meeting/training with evaluators to discuss standardized protocols for evaluations.
- Set up training "reminder" for evaluators determining eligibility.
- Possibly excluding outpatient therapy evaluations for eligibility information.
- Discuss with families whether outpatient therapy evals are relevant for preschool eligibility.

The following concerns and action steps are being put on hold until the changes and agreements have been made between 619 and Part C Services involving the authorization of IDEA.

**Concern: Agencies in Region 8 do not have a history of joint assessment.**

4N	When a child does not meet criteria, but is showing concerns, different/additional protocols will be used if necessary. (Joint Assessment)	KIDS ECC West River Multi district Special Education Unit	11/1/04	Children who have developmental red flags will receive appropriate services.	
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4O	Educate agencies on the Memorandum of understanding between DPI and Part C	KIDS ECC West River Multi district Special Education Unit	11/1/04	School agencies will participate in Joint Assessment when deemed necessary.	
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- Jill will updated on the 1995 Memo. The State Transition Committee is addressing concern.

4P	School Personnel will be more actively involved in testing, especially on children entering the KIDS Program after 30 months of age.	KIDS ECC West River Multi district Special Education Unit	7/31/04	School agencies will participate in Joint Assessment when deemed necessary.	
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**Concern: Eligibility for school age services is not always determined by the 2-9 meeting.**

4Q	Evaluations will be scheduled closer to the 2.6 meeting rather than the 2.9 meeting.	KIDS ECC West River Multi district Special Education Unit	11/1/04	Families will be informed of eligibility by the 2-9 meeting.	
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- Summer Birthdays
- Guidelines have been developed between 619 services and part c containing transition guidelines.
- All plans have to be developed by the 2-9 meeting.
- We can start developing plans at the 2-3 meeting if needed.

*Concern:*

ACTION STEP	RESOURCES	TIMELINE

Recent Comments made on Exit Questionnaire Regarding Transition Services:

A bit confusing at times due to Mrs. LaPlante being absent at the time.

It was just a hard transition for our family.

KIDS program should keep the kids until they are older.

We ended up stopping speech therapy with ECC because the situation was not working at the elementary school .

Missi also read a letter that was sent to her regarding one child's transition.

**2:30-3:00**                      **Old Business/Open Discussion**